

12/10/58

Instructions for reporting foreign titles to the Library of Congress

Records of current receipts of publications issued in Albania, Bulgaria, Czechoslovakia, Estonia, Hungary, Latvia, Lithuania, Poland, Rumania, U.S.S.R., and Yugoslavia, or published elsewhere in the languages of those countries to be reported to the Library of Congress for inclusion in the Monthly Index of Russian Accessions and the East European Accessions Index as well as the record of foreign publications from other areas for inclusion in the National Union Catalog should be addressed as follows:

European Exchange Section (Indexes)  
Exchange and Gift Division  
Library of Congress  
Washington 25, D.C.

The report should include the information specified below in the form indicated and should be made as promptly as possible after the receipt of a publication.

For monographs a 3 X 5 catalog card should be supplied for each title. The catalog card should include the author, title, place of publication, publisher, date of publication, pagination, at least one subject heading, and the National Union Catalog symbol (if available) of the reporting library. Monographs in series and annual publications should be reported as monographs.

For periodicals and newspapers the report may be made in list form or on catalog cards. The report for each periodical and newspaper title should include: title, issuing body in the original language, frequency of publication, place of publication, date of last issue received, and an indication whether title is regularly received. The discontinuance of receipt of titles previously reported as regularly received should also be reported.

Unless information to the contrary is received, it will be assumed that all publications reported in accordance with this instruction will be available for use at a library of the reporting agency or through interlibrary loan.

Additional information may be secured by calling Donald Jay at the Library of Congress (Sterling 3-0400 or Government code 173, extension 425).